Braille Authority of North America
Fall Meeting 2012

Friday, November 1, 2012 8:30 – 5:00 p.m. (Open Forum, 10-12)
Saturday, November 2, 2012, 9:00 a.m. – 5:00 p.m.
Sunday, November 3, 2012, 9:00 a.m. – 5:00 p.m.

Hosted by the Braille Institute of America
Meeting in Los Angeles, California

Minutes

1 Call to Order ..... Frances Mary D'Andrea

Frances Mary D'Andrea called the meeting to order.

2 Welcome from Braille Institute

Nancy Niebrugge introduced Les Stocker, President of Braille Institute of America, who welcomed the BANA board to Braille Institute. Braille Institute has a long history of involvement with braille code decisions.

3 Seating of BANA members

The following members were appointed to BANA by their respective organizations:
Diane Wormsley, AER
Judith Dixon, NLS
Barbara Finklestein, ASB (to complete the remainder of a term and begin a new term in January)
Nancy Niebrugge, BIA (to complete the remainder of a term)
Jackie Sheridan, NBP (to complete the remainder of a term)

The appointment of the CTEBVI representative will occur after the board meeting of that organization, which is to take place the week after this BANA board meeting.

4 Self-Introductions ..... Representatives and Observers

Members and observers introduced themselves.

- Frances Mary (FM) D'Andrea, American Foundation for the Blind (AFB), Chair
- Mary Nelle McLennan, American Printing House for the Blind (APH), Vice Chair
- Jennifer Dunnam, National Federation of the Blind (NFB), Secretary
- Susan (Sue) Reilly, California Transcribers and Educators of the Blind and Visually Impaired (CTEVBI), Treasurer

- Judith (Judy) Dixon, National Library Service for the Blind and Physically Handicapped, Library of Congress (NLS), Immediate Past Chair
- Maryann Bartkowski, Horizons For The Blind
- Darleen Bogart, CNIB (Canadian National Institute for the Blind)
- Kim Charlson, American Council of the Blind (ACB)
- Barbara Finklestein, Associated services for the Blind (ASB)
- Sandy Greenberg, Alternate Text Production Center for California Community Colleges (ATPC)
- Cindi Laurent, National Braille Association (NBA)
- Kim McEachirn, Clovernook Center for the Blind and Visually Impaired (CCBVI)
- Nancy Niebrugge, Braille Institute of America (BIA)
- Jackie Sheridan, National Braille Press (NBP)
- Diane Wormsley, Association for Education and Rehabilitation of the Blind and Visually Impaired (AER)

Associate Members in Attendance: None

Associate Members Not in Attendance:
- Sue Costa, T-Base Communications
- Maria Stevens, Braille Authority of New Zealand Aotearoa Trust
- Aimée Ubbink, Crawford Technologies, Inc.

Observer: Alissa Chaddow

Special Guest: Pete Osborn, Chair of UK association for Accessible Formats (UKAAF)

5 Meeting Arrangements.....Nancy Niebrugge

Nancy discussed arrangements for the meeting. She was commended for having stepped in shortly before the meeting, and appreciation was expressed to Ruth McKinney who had originally set up the arrangements.

6 Board's Liability Statement.....Jennifer Dunnam

Jennifer Dunnam, BANA Secretary, read the following statement: "BANA indemnifies its Officers and Board of Directors and holds them harmless from all claims of every kind, including court expenses, attorneys' fees, and the claimed amount arising from the performance of their duties as Officers and Directors except for their own acts of dishonesty and gross negligence." (Adopted March 30, 1987)

7 Agenda Approval..... Frances Mary D'Andrea

MSC Kim Charlson moved and Mary Nelle McLennan seconded the motion that the agenda be adopted as corrected. The motion passed unanimously.

8 Chair's report ..... Frances Mary D'Andrea

Frances Mary D'Andrea read the chair's report, which is on file. She was commended for having documented the activities of BANA and the nature of the feedback during the past year.
During discussion following the reading of the chair's report, it was noted that Ireland will become a member of the International Council on English Braille (ICEB) and intends to use UEB.
Darleen Bogart indicated that every working committee involved in the development of UEB included a BANA representative; the development work was conducted primarily via email, and the archives are still available.

Pete Osborn commended BANA for its processes that make it possible for other activities to continue while the discussion about UEB adoption occurs.

9 Music Braille Technical Committee .....Lawrence Smith

Jennifer Dunnam, board liaison to the committee, read the report, which is on file.

Jennifer Dunnam moved and Diane Wormsley seconded the motion that Paragraph 24.20 of the Braille Music Code be changed from:
"Chord symbols with melody alone are treated similarly to a keyboard transcription."
to
"Chord symbols with melody alone should be placed in the second line of a parallel, aligned with the notes or rests with which they are associated. It may be necessary to insert spaces in the music line to accommodate the chord symbols."
The motion was tabled pending further clarification with Larry about the extent of international agreement about this change.

MSC Jennifer Dunnam moved and Darleen Bogart seconded the motion that Dan Geminder, Beverly McKinney, and Harvey Miller be reappointed to the Music Braille Technical Committee for terms to end in 2014. The motion passed unanimously.

MSC Jennifer Dunnam moved and Diane Wormsley seconded the motion that the chair of the Music Braille Technical Committee's request to present a workshop session at the spring 2013 meeting of NBA to invite music transcribers and readers to comment on the proposed revision be granted. (Parts of the proposed text would be available for participants to see, but none would be published.) The motion passed unanimously.

FM D'Andrea received some materials from the Siloam Center in Korea, a new company transcribing braille music. We will send the samples to the committee chair to decide how to respond.

The committee is complimented on their use of the BANA listserve and their excellent work. The committee chair is also thanked for his openness to the new publication guidelines, which required some re-working of the material already completed on the revision.

The meeting was recessed at this point for the BANA open forum and resumed after lunch.

Additional observers: Carol Morrison, Tracey Gaines, Alyssa Chaddow, Ruth Rosen.

12 Report of ad hoc committee on braille code change (Friday, after lunch)

Frances Mary D'andrea began the discussion by indicating that in matters affecting only a specific country, such as the decision about code change for the United States, there is a precedent to ensure that every organization represented on BANA from the affected country will have a vote. The chair does not vote on motions. The chair may name someone to sit as chair during the deliberations of a motion.

MSC Judy Dixon moved and Kim McEachirn seconded the motion that Darleen Bogart chair the meeting during the discussion of the upcoming motion and vote. The motion passed unanimously.

Darleen chaired the meeting beginning at this point.

MSC Maryann Bartkowski moved and Cindi Laurent seconded the motion that the vote on the motion concerning UEB be conducted as a roll call vote. The motion passed unanimously.

It was pointed out that board members do not vote on behalf of themselves, but on behalf of the member organizations.

Judy Dixon, chair of the committee, read the report, which is on file. It contains background information as well as the language of the motion to be considered regarding the adoption of UEB.

Discussion ensued regarding Nemeth code and the role of the Computer Braille Code if UEB is adopted. The computer braille code would not be used in the presentation of email addresses, URLs, filenames and the like as it is in the current codes. It is also possible to show other types of technical material such as programming texts and the like in UEB. The current computer code would not need to be further

developed but would certainly continue to be available if there arose a particular reason to use it.

MSC Judy Dixon moved and Jennifer Dunnam seconded the motion that the Braille Authority of North America (BANA) adopts Unified English Braille to replace the current English Braille American Edition in the United States while maintaining the *Nemeth Code for Mathematics and Science Notation, 1972 Revision*; the *Music Braille Code 1997*; and the *IPA Braille Code, 2008*. The official braille codes for the United States will be *Unified English Braille*, *Nemeth Code for Mathematics and Science Notation, 1972 Revision* and published updates; *Music Braille Code, 1997*; and *The IPA Braille Code, 2008*;
And, that the *Guidelines and Standards for Tactile Graphics 2010* and *Braille Formats: Principles of Print-to-Braille Transcription 2011* continue to be used in the United States as well as other relevant guidelines developed for specialized and uniquely-formatted materials;
And, that BANA will immediately embark on implementation by developing a preliminary transition timetable and by forming a group of related committees composed of stakeholders from the consumer, educational, and transcription and production communities. These committees will be charged with helping to plan in their respective areas for the development of training materials and for other relevant aspects of the transition. These plans will take into consideration all aspects of creating, teaching, learning, and using braille in a wide variety of settings.
The results of the roll call vote were as follows:
ATPC, Sandy Greenberg, Nay
ACB, Kim Charlson: Aye
AFB, Frances Mary D'Andrea: Aye
APH, Mary Nelle McLennan: Aye
ASB, Barbara Finklestein: Aye
AER, Diane Wormsley: Aye
BIA, Nancy Niebrugge: Aye
CTEBVI, Sue Reilly: Nay
Clovernook, Kim McEachirn: Aye
Horizons, Maryann Bartkowski: Aye
NBA, Cindi Laurent: Nay
NBP, Jackie Sheridan: Aye
NFB, Jennifer Dunnam: Aye
NLS, Judy Dixon: Aye
The motion carried, with 78% of the members voting in favor (more than the 2/3 required).

In light of the opposition to the adoption of UEB that had been voiced by the transcriber organizations, Judy Dixon urged that we find strategies to bridge the gulf.
Cindy Laurent indicated that, in recognition of its mission, NBA pledged to help with the work to move forward and make a smooth transition.

Frances Mary D'Andrea resumed chairing the meeting at this point.

10 Tactile Graphics Technical Committee .....Aquinas Pather

Mary Nelle McLennan, board liaison to the committee, read the report, which is on file.

MSC Mary Nelle McLennan moved and Darleen Bogart seconded the motion that the dispositions of charges #219, #220, and #221 be changed to "ongoing." The motion passed unanimously.

[Charge #219 (4/28/2012) Craft a more clearly stated rule regarding the usage of the perimeter symbols that apply to digital clocks and those used for boxing lines and simple rectangular shapes.]

[Charge #220 (4/28/2012) Expand the number line section to include more complex number lines (for example, those that show overlapping intersections) as the solution set.]

[Charge #221 (4/28/2012) Craft the inclusion of an item that stipulates that a transcriber may insert a statement in the TN page of a braille volume that the graphics were produced in accordance with the Guidelines and Standards for Tactile Graphics 2010.]

MSC Mary Nelle McLennan moved and Diane Wormsley seconded the motion that Susan Osterhaus be reappointed to serve a two-year term on the Tactile Graphics Technical Committee to end in 2014. The motion passed unanimously.

GC we will not fill a consultant position at this time but will wait to see if the committee finds they need particular areas of expertise.

There was discussion about the need for a way to let people know about the additional refinements and clarifications that have occurred since the graphics document was released. Currently those are just email exchanges with the individual person asking the question.

11 Refreshable Braille Technical Committee..... Caryn Navy

Jennifer Dunnam, board liaison to the committee, read the report, which is on file.

A trial of the reporting form has been created, and the committee will work with Mary Nelle McLennan to develop it further.

MSC Jennifer Dunnam moved and Kim Charlson seconded the motion to make Dana Winikates a full member of the Refreshable Braille Technical Committee. The motion passed unanimously.

GC we will be considering the future of this committee as and its scope as part of our upcoming work on implementation.

MSC Jennifer Dunnam moved and Diane Wormsley seconded the motion to reappoint Caryn Navy as chair of the Refreshable Braille Technical Committee for a term to end in 2016. The motion passed unanimously.

MSC Jennifer Dunnam moved and Judy Dixon seconded the motion that charge #217 be declared done. The motion passed unanimously.

[Charge #217 (4/28/2012) Review the Transformation of Braille Requirements document being proposed by the DAISY Consortium and to do so prior to the DAISY Consortium meeting in early June.]

Pete suggests making contact with the daisy pipeline 2 subgroup on braille, chaired by Christian Egli.

MSC judy Dixon moved and Darleen Bogart seconded the motion that charge #199 be declared discarded. The motion passed unanimously.

[Charge #199 (4/10/2010) Work together with the Daisy consortium to ensure that linear representation in braille is possible in Daisy Format.]

MSC Judy Dixon moved and Jennifer Dunnam seconded the motion that the Refreshable Braille Technical Committee be charged to contact the DAISY pipeline 2 subgroup on braille, chaired by Kristian Egli, to learn as much as possible about braille in DAISY and to create a recommendation for the BANA board about its potential use in North America. The motion passed unanimously.

The meeting was recessed until the morning.

13 Publications Committee.....Mary Nelle McLennan

Mary Nelle McLennan, chair of the committee, read the report, which is on file.

MSC Mary Nelle McLennan moved and Kim Charlson seconded the motion that Sandy Smith be reappointed to the Publications Committee for a term ending in 2014 and to appoint Amanda Fierro for a term ending in 2014. The motion passed unanimously.

Discussion followed about the Web site and how to deal with questions on the BANA publications. How can we continue to maintain all of these documents only with volunteers? How can we make sure the work on publications is sustainable? We paid the copy editor, but many more hours were spent by volunteers. We need to be sure that the work of the experts is documented. How can we adequately compensate the volunteers?

The braille transcription of the tactile graphics guidelines is being contracted to region IV. It is necessary for the transcribers of this document to know the new Formats. Region IV will also do the braille supplement.
APH is working out the funding of this transcribing. The production of *Formats 2011* should go more smoothly since the document is less complex.
We are waiting for the crafts and hobbies document to come back; Susan Christensen is working with Camille on some technology problems with the files. The crafts and hobbies guidelines have already gone out for technical review and only need board review.

Extreme gratitude is extended from the board to the Publications Committee.

14 Ad Hoc Committee on Foreign Language .....Ann Kelt

Kim Charlson, board liaison to the committee, read the report, which is on file.

The guidelines document is still in preparation to go to the copy editor prior to board review (per the work flow established via the Publications Committee).

MSC Kim Charlson moved and Diane Wormsley seconded the motion that Saralyn Borboa be appointed to the Ad Hoc Committee on Foreign Language. The motion passed unanimously.

Discussion followed about whether to retain the codes for foreign language that we have used in this country or strictly to follow what UEB says about using the codes for the indigenous codes.

Since the committee does not have background in UEB, and the BANA board had this question, we will seek expertise.

MSC Jennifer Dunnam moved and Judy Dixon seconded the motion that Joe Sullivan be contacted to review the draft foreign language guidelines with regard to their relevance to UEB provisions and that he be requested to make a recommendation to the BANA board on the best way to proceed. The motion passed unanimously.

MSC Kim Charlson moved and Cindi Laurent seconded the motion that the disposition of charge #144 be changed to waiting. The motion passed unanimously.

[Charge #144 (10/22/2006) to complete the Manual for Foreign Language Transcribing, including the inclusion of examples and the revision of rules.]

We will wait to send the document to the copy editor until we have heard back from Joe.

15 Crafts and Hobbies Technical Committee ..... Camille Caffarelli

Maryann Bartkowski read the committee report, which is on file.

MSC Maryann Bartkowski moved and Barbara Finklestein seconded the motion that Melissa Hirshson and Jill Pariso be reappointed to the Crafts and Hobbies Technical Committee for terms to end in 2014. The motion passed unanimously.

MSC Maryann Bartkowski moved and Jennifer Dunnam seconded the motion to add Roderick McDonald as a consultant to the Crafts and Hobbies Technical Committee until the chess guidelines are completed. The motion passed unanimously.

MSC Jennifer Dunnam moved and Diane Wormsley seconded the motion that Maryann Bartkowski be appointed as liaison to the Crafts and Hobbies Technical Committee. The motion passed unanimously.

16 Ad Hoc Committee on Braille Signage and Labeling..... Kim Charlson

Kim Charlson, chair of the committee, read the report, which is on file.

MSC Kim Charlson moved and Kim McEachirn seconded the motion that charge #163 be declared "discarded." The motion passed unanimously.

[Charge #163 (4/13/2007) Review the BANA brochure and existing guidelines on signage and labeling, develop recommendations for issues related to signage and labeling, including codes used, physical aspects, materials, placement, etc.]

MSC Kim Charlson moved and Diane Wormsley seconded the motion to charge the Ad Hoc Committee on Braille Signage and Labeling to review the BANA brochure and existing guidelines on signage and labeling and to declare this charge's disposition "ongoing". The motion passed unanimously.

MSC Kim Charlson moved and Diane Wormsley seconded the motion to charge the Ad Hoc Committee on Signage and Labeling to develop recommendations for issues related to signage and labeling, including codes used, physical aspects, materials, placement, etc. And declare the disposition of this charge "ongoing".
The motion passed unanimously.

Observers at this point in the meeting were Ruth Rozen and Alissa Chaddow.

17 Ad Hoc Committee on Standardized Tests ..... Diane Spence

Judith Dixon, board liaison to the committee, read the report, which is on file.

Significant discussion occurred about the need to determine the audience for the document. We should not duplicate information that is already in *Formats 2011*.

MSC Judy Dixon moved and Cindi Laurent seconded the motion that the disposition of charge #165 be changed to "ongoing." The motion passed unanimously.

[Charge #165 (11/15/07) To create a set of guidelines for the production of standardized tests in braille.]

GC The liaison will represent to the committee that the board had concerns about the scope and the audience of the document and recommends consideration of reconceptualizing how the document would be used. Also in need of consideration is how the document will be produced and distributed.

9 Music Braille Technical Committee .....Lawrence Smith

With the clearer understanding that the change recommended by the Music Braille Technical Committee does not conflict with any international agreements, the board returned to the following motion which was earlier tabled:

MSC Jennifer Dunnam moved and Diane Wormsley seconded the motion that Paragraph 24.20 of the Braille Music Code be changed from:
"Chord symbols with melody alone are treated similarly to a keyboard transcription."
to
"Chord symbols with melody alone should be placed in the second line of a parallel, aligned with the notes or rests with which they are associated. It may be necessary to insert spaces in the music line to accommodate the chord symbols." The motion passed unanimously.

18 Braille Formats Technical Committee..... Lynnette Taylor

Cindi Laurent, board liaison to the committee, read the report, which is on file.

The following have resigned from the committee: Susan Christensen, Ann Kelt, Debbie Gillespie.

Lynnette Taylor will continue as chair for now and is thanked by the board for doing so.

MSC Cindi Laurent moved and Maryann Bartkowski seconded the motion that Debbie Brown be reappointed to the Braille Formats Technical Committee for a term to end in 2014. The motion passed unanimously.

MSC Cindi Laurent moved and Diane Wormsley seconded the motion that the disposition of charge #218 be changed to ongoing. The motion passed unanimously.

[Charge #218 (4/12) Respond to questions regarding the new Formats Guidelines.]

MSC Cindi Laurent moved and Jackie Sheridan seconded the motion that the amended appendix G be included in *Braille Formats 2011* when revisions are made. The motion passed unanimously.

From a cursory review of *Braille Formats 2011*, the following aspects would change with a UEB update:

- Examples would need to be updated because of changes in contraction use, punctuation, and the like.
- Sections about simbraille.
- Sections on font attributions (typeform indicators)
- Some examples may be deleted entirely, and others may be swapped out.
- Some subsections may be deleted because of UEB rules.

NBA has put together a UEB committee to begin helping transcribers learn and provide support.

A mechanism will be set up to send any questions about *Braille Formats 2011* to the whole committee.

19 Ad Hoc Committee on Early Literacy Materials Production ..... Bonnie Read

Diane Wormsley, board liaison to the committee, read the report, which is on file.

September 11, 2012:
Diane Wormsley moved and Judy Dixon seconded the motion that Anna Swenson be appointed as a consultant to BANA's Ad Hoc Committee on Early Literacy Materials Production (ELMP) for the purpose of giving a review of the revised ELMP document. The voting deadline was Tuesday, September 18 at 5:00 p.m. Eastern.
Voting yes: Bartkowski, Bogart, Charlson, Davis, Dixon, Dunnam, Greenberg, Laurent, McEachirn, McLennan, Reilly, Sheridan, Wormsley
Not voting: McKinney

Anna Swenson is thanked for having completed her task as consultant to the committee.

MSC Diane Wormsley moved and Nancy Niebrugge seconded the motion that the disposition of charge #155 be changed to ongoing. The motion passed unanimously.

[Charge #155 (4/13/2007) charge the chair of the ELMP Committee to work with the chair of the Braille Formats Technical Committee to ensure that anything general on the topic of consumable materials is covered in Braille Formats: Principles of Print to Braille Transcription 1997 and that only anything specific to early literacy is included in promising practices.]

20 Mathematics Technical Committee..... Dorothy Worthington

Cindi Laurent, board liaison to the committee, read the report, which is on file.

October 7:
It was moved by Cindi Laurent and seconded by Sandy Greenberg that the following minor wording change to the Nemeth code be approved:
Current language:
§ 191. Margins for Non-Spatial Itemized Materials: When material is identified sequentially by number or letter, as in exercises or outlines, it will be referred to as itemized material.
Revised language (with the words "and outlines" removed):
§ 191. Margins for Non-Spatial Itemized Materials: When material is identified sequentially by number or letter, as in exercises, it will be referred to as itemized material.
Voting yes: Bartkowski, Bogart, Charlson, Davis, Dunnam, McEachirn, McKinney, McLennan, Reilly, Sheridan, Wormsley
Not voting: Dixon, Greenberg, Laurent

The committee members' term expirations have become uneven, so the board changed some of them as follows.

MSC Cindi Laurent moved and Maryann Bartkowski seconded the motion to reappoint Joanne Baldwin and Allison O'Day to the Mathematics Technical Committee for two-year terms to end in 2014 and to reappoint Jacquie Walker and Susan Osterhaus for one-year terms to end in 2013. The motion passed unanimously.

GC It is only a tradition, not required in the bylaws, that a committee have a Canadian.

GC Cindi will tell Dorothy that by our next teleconference, the board would like to be able to either discard or approve graphing calculator guidelines.

MSC Cindi Laurent moved and Jennifer Dunnam seconded the motion that the disposition of charge #197 be changed to "done." The motion passed unanimously.

[Charge #197 (4/10/2010) Revise the rules regarding blanks to be filled in, which are represented in print by a question mark alone, or in conjunction with a dash.]

The committee will not revise these rules because they do not need revision.

The committee's requested change to §86 is an addition to the section, not a replacement.

MSC Darleen Bogart moved and Diane Wormsley seconded the motion that the requested change regarding underlining of a single digit or letter in section 86 of the Nemeth Code be prepared for distribution to the technical committees for review. The motion passed unanimously.

Clarification of current rule is that if doing an uncontracted book in Nemeth, the English letter indicator should be used whenever Nemeth requires it.

GC the list prepared by the committee for clarifying uses of *Braille Formats 2011* guidelines with Nemeth Code will be prepared with an introduction and be placed on the BANA Web site. Cindi will provide suggestions on where to put it on the Web site.

21 Chemistry Technical Committee..... Frances Mary D'Andrea

Frances Mary D'Andrea provided a verbal report on the status of the committee.

The population of the committee had been delayed until after the decision on code adoption.

22 Ad Hoc Committee on Uncontracted Braille ..... Sue Reilly

Sue Reilly, chair of the committee, read the report, which is on file.

MSC Diane Wormsley moved and Sandy Greenberg seconded the motion that the two suggested paragraphs regarding the use of uncontracted braille be accepted and placed on the BANA web site. The motion passed unanimously.

MSC Sue Reilly moved and Diane Wormsley seconded the motion that the disposition of charge #189 be declared "done." The motion passed unanimously.

[Charge #189 (03/15/2009) In the guidelines include a definition of uncontracted braille suitable for posting to the web site.]

23 Ad Hoc Committee on English Braille American Edition ..... Jennifer Dunnam

Jennifer Dunnam, chair of the committee, gave a verbal report.

The intent of Charge #227, assigned in spring 2012, was to provide those accessing EBAE with clear guidance in one place about how to implement current formats. During the summer, the committee chair went through EBAE thoroughly and prepared a rough compendium of the sections from *Braille Formats 2011* which would supersede EBAE provisions. The text to be deleted from EBAE totaled about sixteen pages. The content from *Braille Formats 2011* to replace it covered a bit more than seventy pages.
In the meantime, a revision of the NLS *Instruction Manual for Braille Transcribers* is being prepared, and this work has enlightened the work on EBAE.

It is important to ensure that everyone has the guidance they need, but we are also concerned about the economics and maintenance of an appendix that would basically duplicate material from Formats.

MSC Jennifer Dunnam moved and Darleen Bogart seconded the motion that charge #227 be discarded. The motion passed unanimously.

[Charge #227 (4/28/2012) The chair [of the ad hoc committee on EBAE], in consultation with the committee, will prepare a new appendix to EBAE which replaces Rule III, Appendix A, and all other formats language in EBAE with the principles from *Formats 2011*. This appendix will not be distributed for a full technical committee review since all revisions will be made according to currently approved codes. However, the new appendix will be shared with the Formats Committee for comment. The appendix will be available for board approval no later than August 2012. To allow time for communication of the change in literary format to all stakeholders, the implementation date of the change is set for January 1, 2013.]

MSC Jennifer Dunnam moved and Darleen Bogart seconded the motion to charge the Ad Hoc Committee on English Braille American Edition to develop and distribute a concise list of format-related deletions from EBAE along with a list of references to sections in *Braille Formats 2011* to replace these deletions. The motion passed unanimously.

24 Computer Braille Technical Committee..... Melissa Hirshson

Judy Dixon, board liaison to the committee, read the report, which is on file.

Kim indicated that she might have the Word version of the complete Computer Braille Code.

Cindi Laurent agreed to prepare a paragraph on the special symbols order to be placed on the BANA Web site.

Sunday morning:

27 Strategic Planning ..... Mary Nelle McLennan & Diane Wormsley

Mary Nelle McLennan and Diane Wormsley presented a session on effective implementation planning.

Seven infrastructures: Goal setting, organization setting, training and education, promotion and publicity, diffusion of success stories, incentives and rewards, diagnosis and monitoring.

Goal setting: agreement on where we want to go, and is the goal achievable and realistic; determining the overall goals and objectives that we want to have as a result of the change.

Organization setting: do we have the resources and support structures to make this change.

Training and education: systematic development of materials and capabilities needed to accomplish the change; skill and materials development.

Promotion: The infrastructure that represents activities for communicating rationale, content, process, and content of the change.

Sharing: dissemination of the positive events and results related to the change. Helps others understand what they may be able to do.
Also have to acknowledge what did not work.

They work best when:
The scale and scope are large, when the organization is large, and when leaders are active in the process; and when the body is comfortable with measurement and structure.

Pete Osborn offered several learning points from the UK experience.
First, when they asked other countries about implementation plans, the countries did not have written plans. They had individual plans for education and producers, etc. They felt a master plan was needed.

Second, they found that some form of project manager was crucial for making progress. They did not have one at first but it made a difference when they got one. He picked someone that knew about projects and not so much about braille.

Third, it was important to understand what is in one's sphere of influence and what is not.

Fourth, there are no new resources. A lot of the cost of doing this is opportunity costs. There are not suddenly a bunch of new people that know braille. We may have to not do certain things.

Fifth, preparing the implementation plan takes a lot more time than you think it will. It took them about six or eight months to do theirs.

We discussed the question: "What do we need to do to formulate our implementation plan?"

25 Research Committee.....Diane Wormsley

Diane Wormsley, chair of the committee, read the report, which is on file.

The cost analysis chart, even though the costs were not filled in, can still be a very useful document as a framework in the implementation process.

MSC Diane Wormsley moved and Nancy Niebrugge seconded the motion that charge #206 be declared done. The motion passed unanimously.

[Charge #206 (4/2//2011) Craft a plan by the time of the August 2011 board conference call for conducting an impact analysis of 1) adopting NUBS; 2) adopting UEB; and 3) maintaining the status quo. Impact analysis is defined as "assessment of the pros and cons of pursuing a course of action, in light of its possible consequences, or the extent and nature of change it may cause."]

MSC Diane Wormsley moved and Darleen Bogart seconded the motion that the disposition of charge #205 be changed to "ongoing." The motion passed unanimously.

[Charge #205 (4/2/2011) Contact technical committees that were involved in the review process (Tactile Graphics, Foreign Language, Formats) and ask for their feedback on how the review process worked for them.]

MSC Diane Wormsley moved and Darleen Bogart seconded the motion that Robert Englebretson be appointed as co-chair of the Research Committee. The motion passed unanimously.

26 Education & Outreach Committee .....Judy Dixon

Judy Dixon, Chair of the committee, read the report, which is on file.

No new position papers will be undertaken at this time, but the ideas and interests of new board members are welcome.

CTEBVI will be March 13 thru 17)

NBA will take place in DC April 18 thru 20.

Usually we do not exhibit at the Getting In Touch With Literacy (GITWL) conference, but we may want to consider doing that now since education and outreach will be critical. GITWL will be in Rhode Island Dec. 4-8, 2013.

MSC Judy Dixon moved and Nancy Niebrugge seconded the motion that charge #203 be declared done. The motion passed unanimously.

[Charge #203 (10/31/2010) Given the growing complexity of all aspects of braille production and the various options being proposed to resolve these issues, the committee is charged with gathering information and data about the need for major braille code changes, communicating with constituents, and obtaining feedback about the future direction of braille codes.]

MSC Kim Charlson moved and Cindi Laurent seconded the motion that the Education and Outreach Committee be charged to craft and revise the definition of braille and braille literacy on wikipedia. The motion passed unanimously.

MSC Jennifer Dunnam moved and Judy Dixon seconded the motion that the Education and utreach Committee be charged to be responsible for maintaining up-to-date information about UEB on BANA's Web site. The motion passed unanimously.

28 BANA Archives ..... Frances Mary D'Andrea

FM D'Andrea, chair of the committee, read the report, which is on file.

MSC Judy Dixon moved and Diane Wormsley seconded the motion that charge #226 be declared ongoing. The motion passed unanimously.

[Charge #226 (4/12) Develop a procedure for retrieving and storing the e-mails from the BANA listservs.]

24 Computer Braille Technical Committee..... Melissa Hirshson

MSC Cindi Laurent moved and Sandy Greenberg seconded the motion that the suggested clarification to the Computer Braille Code 2010 Update currently on the Web site be approved. The motion passed unanimously.

"Standard Computer Braille Code symbols, including any symbols that have been devised by the transcriber, should be listed on a "Special Symbols" page. These symbols

must be transcribed in accordance with the rules of *Braille Formats: Principles of Print to Braille Transcription* (latest edition).

When putting CBC symbols on a special symbols page, the minor heading "Computer Braille Code" should appear before the symbols. The first two symbols on the list should always be the opening and closing computer code symbols ~~(if they appear in that volume). followed *only* by the other symbols listed below.~~ *Other symbols listed must occur in the order shown below. Only symbols used within the volume are included in the list.*

At the end of the list, insert the following paragraph, if applicable:
All numbers in Computer Braille Code appear in the lower part of the cell, without the number sign.

MSC Judy Dixon moved and Kim Charlson seconded the motion that charge #210 be declared done. The motion passed unanimously.

[Charge #210 (4/2/2011) 1) clarify whether the order of the computer code symbols listed in the update in the specific order in which they are to be listed on the special symbols page; 2) provide a rationale for the decision; and 3) add the clarification and rationale for the CBC update.]

36 Press Releases.....Mary Nelle McLennan

Significant discussion occurred regarding the press release announcing the board's decision regarding code change. The press release will be published at the close of this board meeting.

29 BANA Award committee.....

MSC Judy Dixon moved and Darleen Bogart seconded the motion that Kim McEachirn be added to the Awards Committee and that Diane Wormsley be thanked for her service. The motion passed unanimously.

30 Bylaws Committee..... Darleen Bogart

MSC Darleen Bogart moved and Kim McEachirn seconded the motion that Mary Nelle McLennan be appointed to the Bylaws Committee and that Kim Charlson be thanked for her service. The motion passed unanimously.

31 Secretary's Report.....Jennifer Dunnam

August 5, 2012:
Jennifer Dunnam moved and Darleen Bogart seconded the motion to approve the

spring minutes as distributed with the corrections. Deadline for voting was Monday, Aug. 13 at 5:00 p.m. Eastern.
Voting yes: Bartkowski, Bogart, Charlson, Davis, Dixon, Dunnam, Greenberg, Laurent, McEachirn, McKinney, McLennan, Reilly, Wormsley

MSC Diane Wormsley moved and Cindi Laurent seconded the motion that the May 27 teleconference minutes be approved. The motion passed unanimously.

MSC Maryann Bartkowski moved and Sandy Greenberg seconded the motion that the minutes of the July 25 teleconference be approved. The motion passed unanimously.

MSC Jennifer Dunnam moved and Diane Wormsley seconded the motion that the September 10 teleconference minutes be approved. The motion passed unanimously.

32 Treasurer's Report and Budget ..... Sue Reilly

Sue Reilly, BANA treasurer, read the report, which is on file.

Sue will post the report to the BANAfiles repository.

Next, the budget for the coming year was discussed line by line.

MSC Sue Reilly moved and Maryann Bartkowski seconded the motion that the 2013 budget be approved. The motion passed unanimously.

33 Certificates of Appreciation ..... Kim Charlson

Kim Charlson will again manage the process of sending certificates of appreciation to outgoing members of the board or committees.

34 Directory Update ..... Joanna Venneri

Members are urged to let Joanna know if there are any changes to the directory. Joanna will target January 1 and July 1 as release dates for the directory.

35 BANA's Listservs ..... Kim Charlson

All members, especially the new board members, are urged to make certain they are on the lists on which they should be.

36 Press Releases ..... Mary Nelle McLennan

There will be a press release regarding the math, music, and CBC changes/clarifications. Other topics for press releases include new members, the open forum, etc. An email reminder will be sent regarding the implementation date for *Braille Formats 2011*.

37 Nominating committee.....Judy Dixon

Joanna Venneri read the Nominating Committee report, which is on file.

MSC Kim Charlson moved and Kim McEachirn seconded the motion that the report of the Nominating Committee be accepted and that a unanimous ballot be cast for all of the names on the slate for 2013. The motion passed unanimously.

The current officers were elected to continue in their duties for the coming year: Frances Mary D'Andrea, Chair; Mary Nelle McLennan, Vice Chair; Jennifer Dunnam, Secretary; Sue Reilly, Treasurer.

MSC Kim Charlson moved and Jennifer Dunnam seconded the motion that the board establish a BANA UEB task force, with members to be appointed by the BANA chair, to identify the initial steps to be taken for the development of an implementation plan. The motion passed unanimously.

The members of the task force will be Frances Mary D'Andrea (AFB), chair; Mary Nelle McLennan (APH); Jennifer Dunnam (NFB); Kim Charlson (ACB); Sue Reilly (CTEBVI); Cindi Laurent (NBA), Judy Dixon (NLS)

Board members were urged to share with their organizations the motion and the decision on code change, and to find out if there is help the organization may need with implementation and what the organization might be able to contribute (funding, resources, etc).

38 Spring 2013 Meeting Arrangements.....Judy Dixon

The spring meeting will be Thursday through Saturday, April 11-13. The meeting will run all day Thursday and Friday, and part of Saturday. The open forum will take place on Saturday morning.

39 Fall 2013 Meeting Dates .....Mary Nelle McLennan

APH's annual meeting is October 17 thru 19. NBA's board meeting starts the Monday after that. The selection of the Fall 2013 meeting date is pending but will likely be some time around the weeks of September 21 or 28.

40 Board Teleconferences

The next BANA teleconference will be 1:00 eastern on Tuesday, January 22, 2013.

43 New Business

NLS is planning a braille summit on June 19-21, 2013, to examine issues of libraries and braille. There will be a call for attendance soon, and there will be five tracks: technology, braille readers, production, circulation, and selection. The focus will primarily be on libraries, but the summit will deal with a lot of production issues.
NLS is producing only about half of the books for which they have budgeted.

Pete Osborn raised two international issues: 1) he will propose to ICEB that UEB be instead called simply English braille. 2) One of the constitutional changes for the World Blind Union is to create the World Braille Council as a permanent committee. There will likely be two representatives from each region on this committee.

The ICEB General Assembly could possibly be in the U.S. in 2016.

Special thanks to all the board members who were new at this particularly challenging meeting.

Braille Institute of America was commended for their hospitality.

45 Adjournment..... Frances Mary D'Andrea

MSC Mary Nelle McLennan moved and Barbara Finklestein seconded the motion that the meeting be adjourned. The motion passed unanimously.

Respectfully Submitted,
Jennifer Dunnam, Secretary